

Summary:

Each club is required to submit a *club report* to the SSAGO Full Committee three times a year (November, February and June/July). These reports coincide with rallies and are published as an appendix to the minutes of each full committee meeting.

Club reports should not be a work of epic proportions, but you do actually need to submit one. Club reports are your chance partly to show off - letting other clubs know what you've done that's worked well (and perhaps what hasn't worked) and they provide a chance to draw ideas from what's worked for the other clubs.

It's polite to send SSAGO something each term so that we know you're still there! Clubs that don't send reports might end up facing a small forfeit at the next rally they attend...

Structure of a club report:

- Most importantly, and somewhat obviously, don't forget to put your club name and where you are (as acronyms like BUGS / SLUGS / SLAGS might not mean a lot to some people!)

- Give a one line summary of what your club's done this term

"This term has mostly been a period of transition for the club after the AGM; highlights have included Easter camp, our pub crawl and Duke of Edinburgh's award expeditions."

There will be a (small) prize for the best club report summary, submitted before the deadline given by the SSAGO executive.

- Give a few paragraphs passing on your club's experiences of the term

DO:

Elaborate on the summary (explaining anything that might need expanding on...);

Pass on any activities that have gone well / disastrously, campsites you'd recommend, or points of interest that the other clubs could learn from;

Keep it short: 2-4 paragraphs should be more than enough;

DON'T:

Waffle on for ages giving an hour by hour account of your minibus journey from Lands End to John O'Groats;

Take up reams of paper – think about the people who are reading it / end up printing it.